

Adjustment Letter for Statement Correction and Apology

Date: [Insert Date]

[Recipient Name]
[Recipient Title/Position, if applicable]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Correction and Apology for Statement Error

We are writing to bring to your attention an error in our previous communication dated [Insert Previous Date/Reference Number, if any], regarding [briefly state the subject or issue]. Upon review, we discovered that the information provided was incorrect due to [brief explanation of the cause of the error, if appropriate].

Please allow us to correct the information as follows:

Incorrect Statement: [State the incorrect information]

Correct Statement: [State the correct information clearly]

We sincerely apologize for any confusion or inconvenience this mistake may have caused. Maintaining accurate and transparent communication is a priority for us, and we deeply value your trust and understanding.

Rest assured that we have taken the necessary steps to prevent such errors in the future. Should you have any questions or require further clarification, please do not hesitate to contact us at [contact information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Title/Position]

[Company/Organization Name]

[Contact Details]